

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Clinic Name]
[Clinic Address]
[City, State, ZIP Code]

Dear [Clinic Staff/Healthcare Provider's Name],
I hope this letter finds you well. My name is [Your Name], and I am writing to formally request an appointment for the insertion of an intrauterine device (IUD).

I am currently seeking a reliable and effective method of contraception, and after researching various options, I believe that an IUD would be suitable for my needs. I would appreciate the opportunity to discuss this further during a consultation at your clinic.

Please let me know your available dates and times for an appointment. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]